State of Montana Information Technology Managers Council

Council Meeting Minutes
June 1, 2016
8:30 a.m.
State Capitol - Room 137

Members Present:

Tim Bottenfield, DOR, Chair
Ron Baldwin, SITSD/CIO
Mike Bousliman, MDT
Sky Foster, AGR
Stuart Fuller, DPHHS
Kreh Germaine, DNRC
Cheryl Grey, SABHRS
Evan Hammer, MSL
Larry Krause, DOC
Kim Moog, DLI

⌁ Kyle Belcher, OPD
⌁ Dan Chelini, DEQ
⌁ John Daugherty, COR
⌁ Dale Gow, LEG
⌁ Mandi Hinman, PSC
⌁ Jerry Kozak, BCC
⌁ John Noble, TRS
⌁ Angie Riley, MPERA
⌁ Stacy Ripple, MSF

Staff Present:

Jennifer Schofield
Noah Horan

Guests Present:

Joe Frohlich, Pete Wiseman, Irv Vavruska, Lynne Pizzini, Dale Matheson, Christie McDowell, Richard Garcia, Becki Kolenberg, David Swenson, Samantha Mongoven, Audrey Hinman, Chris Hope, Jody Troupe, Tammy Peterson, Bryan Shaw, Scott Carrougher, Dustin Ostberg, Pat McGlenn, Randy Haefka, Cheryl Pesta, Tammy Stuart, Rennan Rieke, Michael Sweeney, Tom Murphy, Dede VanBooven, Brad Vasel, Andrea Keno, Tom Marino, Matt Van Syckle, Adam Kopczek, Justin Porter, Dan Rorsa

⌁ Real-time Communication:

Randy Anderson, Michael Barbere, Erika Billiet, Theresa Bousliman, Peder Cannon, Robert Cash, Mike Cochrane, Zach Day, Phillip English, Chris Gleason, Michael Jares, Anne Kane, Judy Kelly, Suzi Kruger, Chris Kuntz, Kenny Kyler, Steve Larsen, Sue Leferink, Jack Marks, Darrin McLean, Dave Nagel, Dawn Newell, Cindy Petersen, Mick Peterson, Matt Pugh, Susan E. Rose, Ed Sivils, Manuel Soto, Jerry Steinmetz, Beth Stephenson, Dawn Temple, James Thomas, Troy Thompson, Lisa Vasa, Tyler Weingartner

Welcome and Introductions

Tim Bottenfield welcomed the council to the June 1, 2016 ITMC meeting. All members and guests were introduced.

Minutes

The council reviewed and approved the May 11, 2016 Minutes.

Reappointment

Tim Bottenfield reminded the council that this meeting is the final meeting with the current council membership. ITMC does not meet in July, but the new Executive Council will meet to elect a chair, vice chair and draft August's agenda.

State CIO Update

Ron Baldwin gave a brief summary of the recent Executive Order on IT Infrastructure Convergence. The EO has been signed, and has been posted on the ITMC website. The Infrastructure Convergence project must be completed by December 31, 2017. Tammy Stuart from SITSD is the project manager. She is working on the charter, and is setting up a SharePoint site. SITSD has met with many agencies already. Keeping all possible communication channels open and providing as much information as possible is a top priority for SITSD during this transition.

Ron mentioned that SITSD has expanded its rate-setting period by one week, and Encompass is open right now. SITSD has been working with agencies to clarify the number of units. After this week, SITSD's Financial Management Services Bureau (FMSB) will be closing Encompass, doing validation and quality assurance, and then importing the FY 2018

numbers into FY 2019. At that time the results will be presented to OBPP, as well as to the Enterprise IT Financial Workgroup (EITFW).

Ron also mentioned that a few agencies have project proposals in HB 10. Today is the deadline for providing HB 10 proposals to the CIO. Ron has already met with most of the agencies involved.

Business
MT-ISAC Update
Joe Frohlich gave a few MT-ISAC highlights. There was a kickoff for the Policy Assessment Tool pilot, which is a tool to measure an agency against the Information Security Policy. Several agencies volunteered for the pilot, which will run until the July 21 MT-ISAC meeting. The agencies who will report at that time are the Department of Administration, the Department of Revenue, the Department of Transportation, the Department of Natural Resources and Conservation, and the Department of Public Health and Human Services. All other agencies are welcome to participate in the pilot. All agencies must complete this assessment and report by July 1, 2017.

The Council also approved the Small Cyber Incident Handling best practices document, which provides technical best practices for dealing with malware. This document is posted on the MT-ISAC website. There are also a two other best practices of note for possible review: the Disposal of Media Storage Devices best practice, and the Large Cyber Incident Handling best practice.

Legislative Session Systems Replacement Project
Dale Matheson gave a quick update. The system is internally called LAWS 2, and expands upon the existing Legislative Automated Workflow System (LAWS). A primary objective was to extract Legislative Services from the Mainframe, which was accomplished successfully in December 2015. The Legislative legal staff has successfully transitioned to the new system. An internal bill draft request system is being built. The law codification process is on track to be fully tested and implemented by the beginning of the 2017 Legislative Session.

Dale stressed that there are now current changes planned for the LAWS system, so interacting with LAWS should not change. Dale is working with SITSD's Anne Kane and Dan Olson to get the bill drafting macros that are used by agency legal staff updated, and he anticipates that no one will see any changes.

2016 IT Conference Planning
Pete Wiseman thanked the Department of Revenue for providing help with conference planning, and he encouraged other agencies to get involved. He mentioned that the IT Conference is often the only training opportunity some of our technicians get. Send inquiries, suggestions, or volunteers to pwiseman@mt.gov or itconference@mt.gov. Pete thanked Montana Interactive (MI), who is working with SITSD to enhance the conference registration website. SITSD is prioritizing making sure it has the right facilities for each session. MI will be improving the payment process as well. Ideas and suggestions for training sessions would be appreciated.

Tim Bottenfield echoed Pete's sentiments regarding agency participation and strongly encouraged anyone with ideas to get in touch with Pete.

Legacy Systems / End of Life Planning – Possible Workgroup
Tim Bottenfield mentioned that ITMC has discussed this topic in the past, but in his opinion, more serious and strategic planning is needed to ensure that legacy systems are managed and ultimately sunset properly. Tim suggested the creation of a workgroup, which would possibly work in concert with EITFW. He proposed that Stuart Fuller organize such a group.

Stuart stated that he would want to expand the scope to include Oracle Forms and Reports. Volunteers for such a group are encouraged to contact Stuart (sfuller@mt.gov).

Ron Baldwin mentioned that the Department of Transportation has also been making significant strides in retiring its legacy library of Oracle Forms and Reports.

Mike Bousliman: We are working to move to a new version of the Oracle database and will complete that by the end of this calendar year. The plan to migrate off of Forms and Reports and the actual database migration will be complete by the end of the year. The final Forms and Reports migration project will take well into calendar year 2018. MDT would be happy to participate in the working group.

Ron: We are extending mainframe support to 2020, possibly even 2021, at which time a new mainframe will be installed in the Miles City Data Center.

Skype for Business Demo
Karl Mitschke mentioned that internal Skype users now have the ability to Skype with users external to the state, and have all the same functionality as one would when communicating with other internal users. By default, everyone who is enabled for Skype can communicate externally. Administrators can change this setting to restrict external communications to certain users.

Ron Baldwin asked that a full demonstration be given at the August ITMC meeting.

Help Desk Institute Training Update / Community of Interest Creation
Christie McDowell mentioned that six agencies recently participated in a training coordinated by the Help Desk Institute. The participants requested continued conversations and sharing of information and ideas regarding customer support. Christie is soliciting the creation a Community of Interest, and anyone interested in participating should contact her (cmcdowell@mt.gov).

Workgroup Reports
Enterprise IT Financial Workgroup
Kim Moog mentioned that James Schneider is putting together a distribution list of all agencies affected by SITSD's rate-setting process. Amy Sassano provided an overview of Volume 10 during the May EITFW meeting, and discussed Volume 10's format and contents, which will include HB 2 figures, statutory figures, and administrative appropriations, but not budgetary appropriations.

Ron Baldwin mentioned that SITSD has an established Decision Brief (DB) process for rate updates, including creating a new service, deleting a service, or any sort of change. Moving forward, EITFW will be a part of the DB process.

Asset Management and Inventory Workgroup
Tim Bottenfield stated that the Asset Management and Inventory workgroup is inactive pending an RFI, and will provide more information by August.

Adjournment
Next Meeting
August 3, 2016, 8:30 a.m.
State Capitol, Room 137

Member Forum
Tim Bottenfield mentioned that he would like to create a short-term Community of Interest to discuss agency use of various web browsers, particularly in regards to which browsers agencies allow developers to use, what agencies are pushing out to users, and who receives administrative privileges. Tim does not want to limit it to a technical discussion, but would also like to discuss security. Anyone interested should contact him (tbottenfield@mt.gov).

Public Comment
None.

Important Deadline Review
Tim encouraged the council to pay attention to the deadlines list on the back of each agenda.

Adjourn
The meeting adjourned at 10:30 a.m.